

CALIFORNIA COMMISSION ON TEACHER CREDENTIALING

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OFFICE OF THE EXECUTIVE DIRECTOR

97-9709

April 14, 1997

TO: Individuals and Groups Interested in the Activities of the California Commission on Teacher Credentialing

FROM: Sam W. Swofford, Ed.D., Executive Director

SUBJECT: *Administrator's Assignment Manual Update #5*

The Commission is pleased to announce that Update #5 of the *Administrator's Assignment Manual* is now available. Some of the changes you will find in this Update are the revisions to EC §44258.3, known as the Craven/Davis Bill, and §44258.7(c) & (d) (the Committee on Assignments), the new policy on substitute teaching, and additions to the authorizations for teaching limited-English proficient students. The county and district monitoring report forms have also been revised for use by county offices of education for reporting assignments for the 1997-98 school year.

The *Manual* is designed to be used by school site administrators who are responsible for assigning teachers and other certificated employees to specific positions, and by personnel officers and credential technicians. It is also intended for use by students enrolled in a Commission-approved Administrative Services Credential program.

A copy of the *Manual* was mailed to each county office of education. Please use the attached form to order copies of Update #5 as well as the *Manual* with Update #5 inserted in it.

Again we ask you to share the *Manual* with the people in your office or agency who need the information, including district personnel directors and credential analysts, school site administrators, and professors in the Administrative Services Credential programs. You may also duplicate the *Manual* and the Update as needed.

If you have any questions, please contact our Information Services Office at (916) 445-7256 between 12:30 and 4:30 on weekday afternoons.

Order Form for the Administrator's Assignment Manual and Update #5

☐ Please send me _____ copies of the **Update #5** at a cost of \$7.50 each. Mail the Update to the address below.

☐ Please send me _____ copies of the **Administrator's Assignment Manual with Update #5 inserted in it** at a cost of \$12.00 each. Mail the *Manual* to the address below.

A check or money order (*no purchase orders, please*) for \$_____ is attached.

Name of Individual: _____

Name of Agency: _____

Street Address: _____

Telephone Number: _____

